

## CBT Chapters

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## Overview

The following three screens contain three specific office safety questions for your response. The questions focus on topics that are found later in the training course.



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## Office Safety Activity

What is the most common type of accident in the office?

- ☐ A. Paper cuts
- ☐ B. Falls
- ☐ C. Rug burns



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## Office Safety Activity

Who do you call in the case of an emergency in your office?

- ☐ A. *DPS*
- ☐ B. *Capitol Police*
- ☐ C. *911*

Submit Answer



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## Office Safety Activity

If you break a glass container in your office, where do you place the broken pieces?

- ☐ A. *In the nearest trash can.*
- ☐ B. *Collect them in a dust pan and place them in a "dumpster."*
- ☐ C. *In a sealed package marked "glass."*

Submit Answer



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You have completed the overview chapter of this course. The next chapter explores office safety.

**Click next to continue.**

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## Office Safety

According to the National Safety Council, unsafe acts and unsafe conditions are the two causes of accidents in the office. They are based upon the observable employee behaviors of:

- Carelessness
- Overconfidence
- Recklessness
- Rushing
- Failing to think carefully about what you are doing

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## Carelessness

This employee office behavior can result in the following.

- Drawers and doors left open, not closed

These can lead to personal injuries to the head, hands, knees, and lower legs. These injuries can be prevented by closing all drawers and doors.



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## Carelessness

File cabinets not filled correctly by placing heavier object or files in the bottom drawers.

These can lead to personal injuries to the lower extremities when the cabinet falls forward from overloading. These injuries can be prevented by carefully stacking the drawers or physically securing the file cabinet to a wall behind the cabinet.





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## Carelessness

- Pencils left on the floor and not picked up.  
This can lead to personal injuries from slipping and falling. These injuries can be prevented by picking up pencils that fall to the floor.
- Spills not cleaned up.  
This can lead to slips and falls. These injuries can be prevented by cleaning up the spill, notifying the appropriate personnel to clean up the spill, or barricading the spill to prevent other employees from slipping and falling.



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## Overconfidence

This employee behavior can result in the following examples.

- Lifting objects much heavier than can be safely lifted.
- Attempting to impress someone.

These can lead to personal injuries such as pulled muscles, strained muscles, and potential trauma to the lower extremities from dropping objects too heavy to safely lift. These injuries can be prevented by carefully assessing the lift, using proper lifting techniques, or using mechanical devices to assist with the lift.



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## Recklessness

This employee behavior can result in the following examples.

- Pushing someone out of the way so you can do the job.
- Horseplay

These can lead to personal injuries such as falls and striking objects. These injuries can be prevented by carefully assessing the entire situation, slowing down, and being considerate of your coworkers.



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## Rushing

This employee behavior can result in the following examples.

- Running to answer the phone
- Pushing to get out of the building at quitting time
- Shoving
- Hurrying to catch the elevator

These can lead to personal injuries such as falls and striking objects. These injuries can be prevented by carefully assessing the entire situation, slowing down, and being considerate of your coworkers.



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## Failing to think carefully

This employee behavior can result in the following examples.

- Fingers too close to the paper cutting knife
- Reaching into the copier without looking
- Taking toast from the toaster with a knife

These behaviors can lead to serious personal injuries. These injuries can be prevented by carefully assessing the entire situation, slowing down, and being considerate of your coworkers.



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## Leading Types of Accidents

It is estimated that office workers sustain 76,000

- fractures
- dislocations
- sprains
- strains
- and contusions

each year.





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## Leading Types of Accidents

According to Risk Management, the leading types of disabling accidents that occur in Arizona state service within the office are shown below. The figures shown are for fiscal year ending 2005.

- Slips, Trips, and Falls : 26.5% of all accidents
- Lifting : 15.9% of all accidents
- Struck Against objects : 13.4% of all accidents
- Struck by objects : 14.5% of all accidents



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## Falls and Trips

In Arizona state service, falls, slips, and trips account for 26.5% of all accidents in the office.

The most common source of injuries for office workers are:

- Falls
- Slips
- Trips

These types are also the most costly in terms of disabling injuries and lost days from work.



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## Falls and Trips

What to look for to prevent or eliminate the sources of these types of injuries:

- Open desk or file drawers
- Loose mats, boards, or tiles
- Highly waxed floors
- Spilled water, coffee, or other liquids
- Dropped pencils, erasers
- Electrical cords, phone lines, extension cords
- Obstruction of walkways



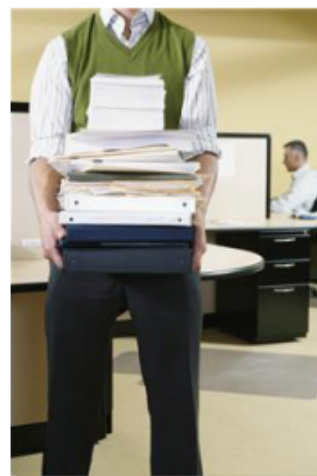
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## Lifting Strains and Overexertion

In Arizona state service, improper lifting causing strains and overexertion is the cause for 15.9% of all accidents in the office.

A typical office job does not require lifting large or heavy objects. However, it is still important to follow the principles of safe lifting.



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## Lifting Strains and Overexertion

Before you pick up a carton or load, ask yourself the following questions:

- Is this too heavy for me to lift and carry alone? If the answer to this is "yes," then get help either in the form of another employee or the appropriate lifting or moving device (portable fork lift, two wheeled cart, etc.).
- How high do I have to lift this? If the distance is over your head, then get assistance in the form of a ladder, another employee, or a mechanical lifting device.



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## Struck By or Striking Objects

In Arizona state service, employees striking against objects account for 13.4% of office accidents. These include:

- Bumping into other employees, doors, desks, file cabinets, and open drawers.
- Striking open file drawers or doors while bending down or straightening up.
- Striking against sharp objects such as staples, desk edges, office machinery, and paper cutters.





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## Struck By or Striking Objects

In Arizona state service, employees being struck by objects account for 14.5% of office accidents. Objects striking employees can be the result of:

- Office supplies sliding from their storage locations.
- Over balanced file drawers, especially with the top drawers opened simultaneously.
- File cabinets should always be secured to the wall behind the file cabinet.
- Machines dropped on employee's feet.
- Access doors opened suddenly from the opposite side.



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## Caught In or Between Objects

These are also known as "pinch points" where employee appendages are pinched between objects resulting in injury. There are often the result of:

- Fingers caught in a door, drawer, or window.
- Fingers, hair, clothing, or jewelry caught in office machinery.
- Fingers cut under the knife edge of paper cutters.



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## Caught In or Between Objects

These types of injuries can be prevented by performing the following:

- Make certain all safety guards and shields are in place.
- If the safety devices are not in place, take the equipment out of service until they are replaced or repaired.
- Make certain equipment is tagged out until placed back in service.



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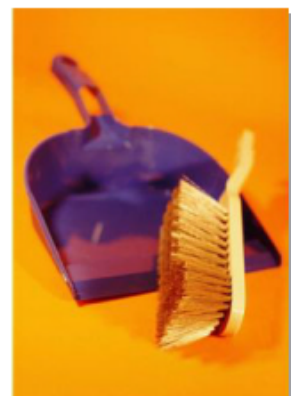
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## Broken Glass in the Office

Broken glass in an office environment is not a routine occurrence. Since it is not a routine occurrence, there are a number of mistakes employees can and often make with broken glass.

Here, and on the next screen, are the steps you should take when you encounter broken glass in the office.

- Sweep up the broken glass with a broom and dustpan.
- Put broken glass into a secure container and tape and label the container.



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## Broken Glass in the Office

Do not put glass into the trash. This is a common error. By placing broken glass into the trash, you expose the facilities and maintenance staff to a potential cutting hazard. These employees are often instructed to compress trash with their hands and feet. Having glass in the trash will unduly expose them to a cutting hazard.



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## Broken Glass in the Office

Leave the taped and marked container where the cleaning or facilities crew will be sure to notice it. The crew will dispose of the broken glass in a safe manner for both the office employees and the cleaning crew.





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## If You Are Injured On the Job

If you are injured on the job, there are several steps you need to follow. The following are the requirements from ADOA Risk Management.

- If the injury is life-threatening, seek emergency help immediately by calling 911.
- If the injury is not life-threatening, seek help or first aid and notify your supervisor immediately.



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## If You Are Injured On the Job

- Call (602) 542-WORK or 1-800-837-8583 within 48 hours to report the injury. This service is available 24 hours a day, 7 days a week.
- If you have missed or anticipate missing more than 7 days from work, call Risk Management at (602) 542-5218.



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This completes the office safety chapter of this course. The next chapter explores office ergonomics and ErgoSmart software.

**Click next to continue.**

# Chapter



# Complete

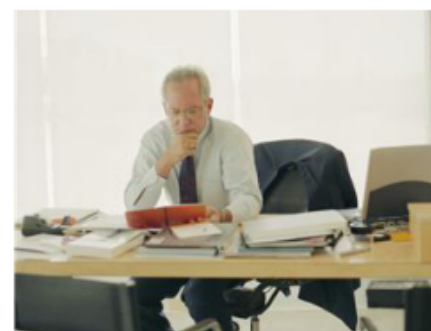
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## Office Ergonomics and ErgoSmart Software

This portion of the training course is devoted to individual workstation ergonomics and the use of the ErgoSmart software program.

Ergonomics is a scientific term that means the study of work (i.e., Ergo = Work, Nomics = Study of). It simply defines how people interact with their equipment. This can range from the design of a screwdriver handle to the layout of the cockpit for a modern jet fighter.



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## Office Ergonomics and ErgoSmart Software

The focus of this course chapter is the ergonomics of an employee computer workstation. This chapter will also describe a computer software program called ErgoSmart. Due to some copyright issues, we will use a simulation of the ErgoSmart software as part of this training course. You will have the opportunity to access a simulation of the software during the training course. When you complete this course, you may request a copy of ErgoSmart from your supervisor.



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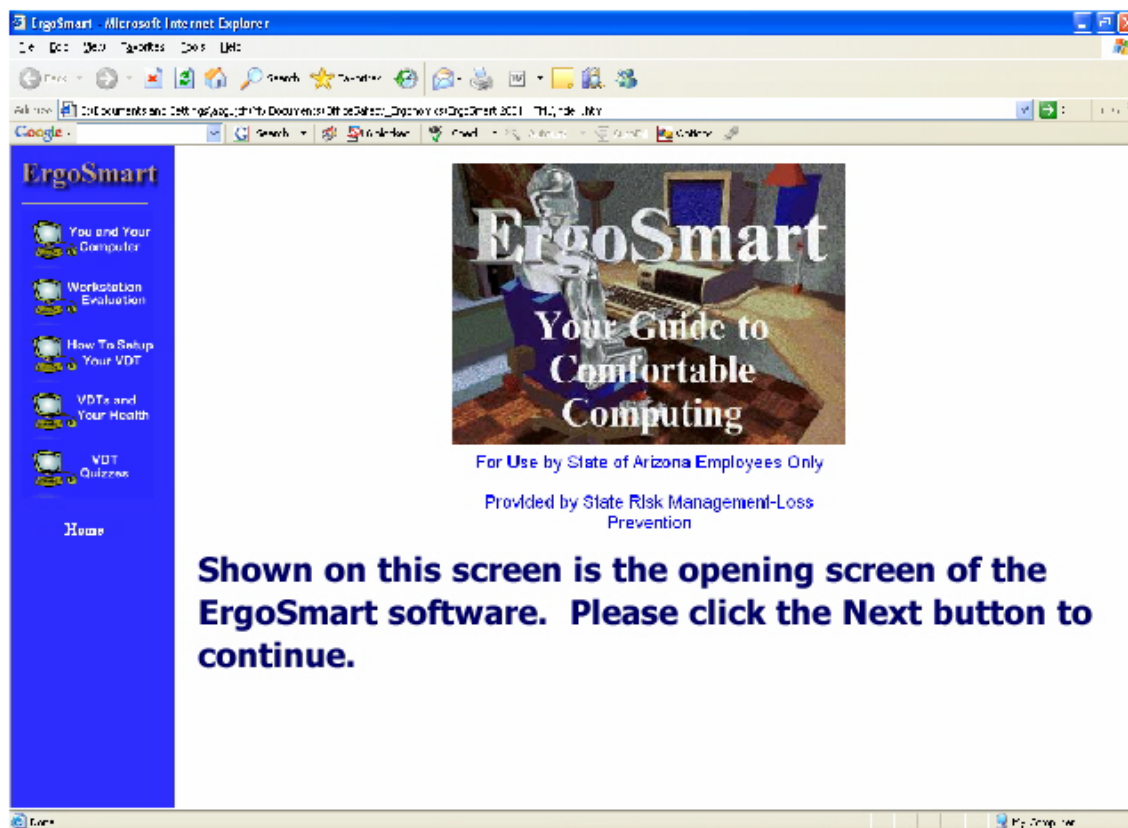
Shown below is the link to the ErgoSmart software simulation. Click one time or press the Enter key to go to the simulation.

**ErgoSmart**



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**Shown on this screen is the opening screen of the ErgoSmart software. Please click the Next button to continue.**

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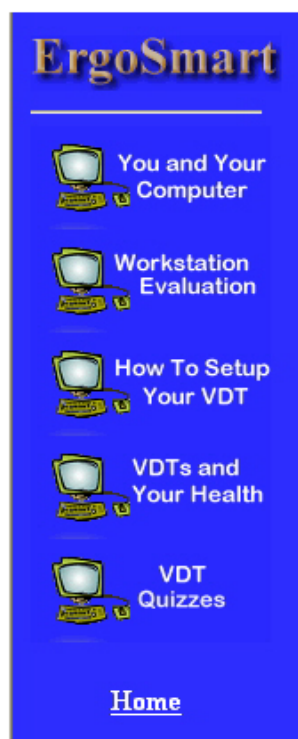
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**Shown on this screen is the chapter headings from ErgoSmart. The first page of each chapter will be displayed here. Move your mouse pointer to the chapter shown on the left to display the first page.**

**ErgoSmart**

**When you complete viewing these pages, click on the Next button to continue.**

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Shown below is the link to the Workstation Evaluation section. When you arrive at the Workstation Evaluation portion of the software, you will be asked a series of questions. The questions are designed to determine how well your current workstation is aligned to you. Please answer the questions to the best of your knowledge.

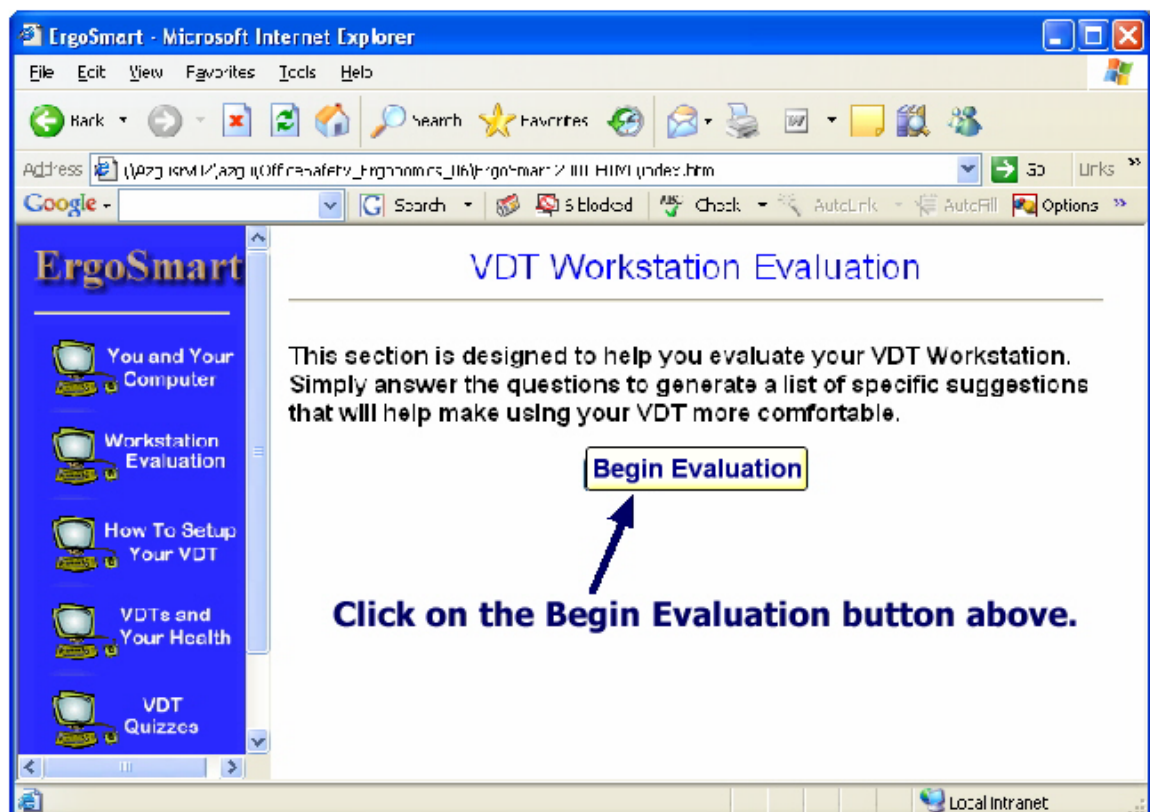


**Click Here for Workstation Evaluation**

*(You may press the Enter key to activate this link.)*

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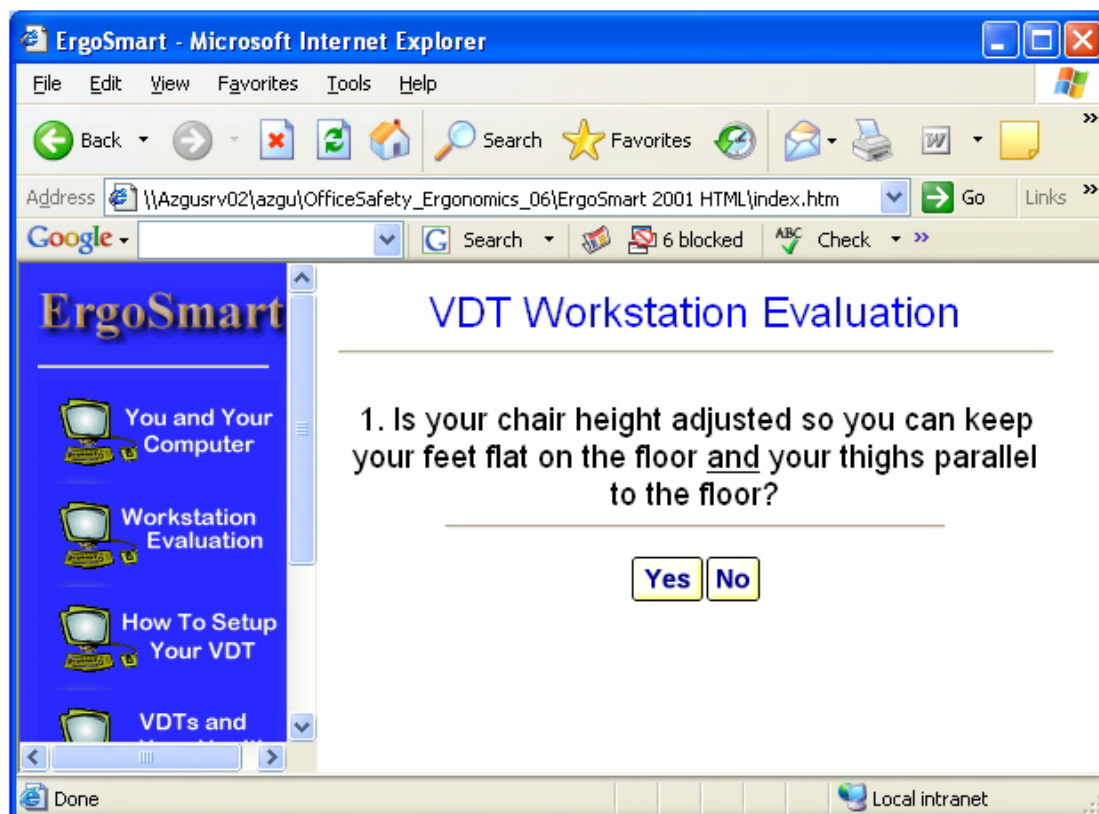
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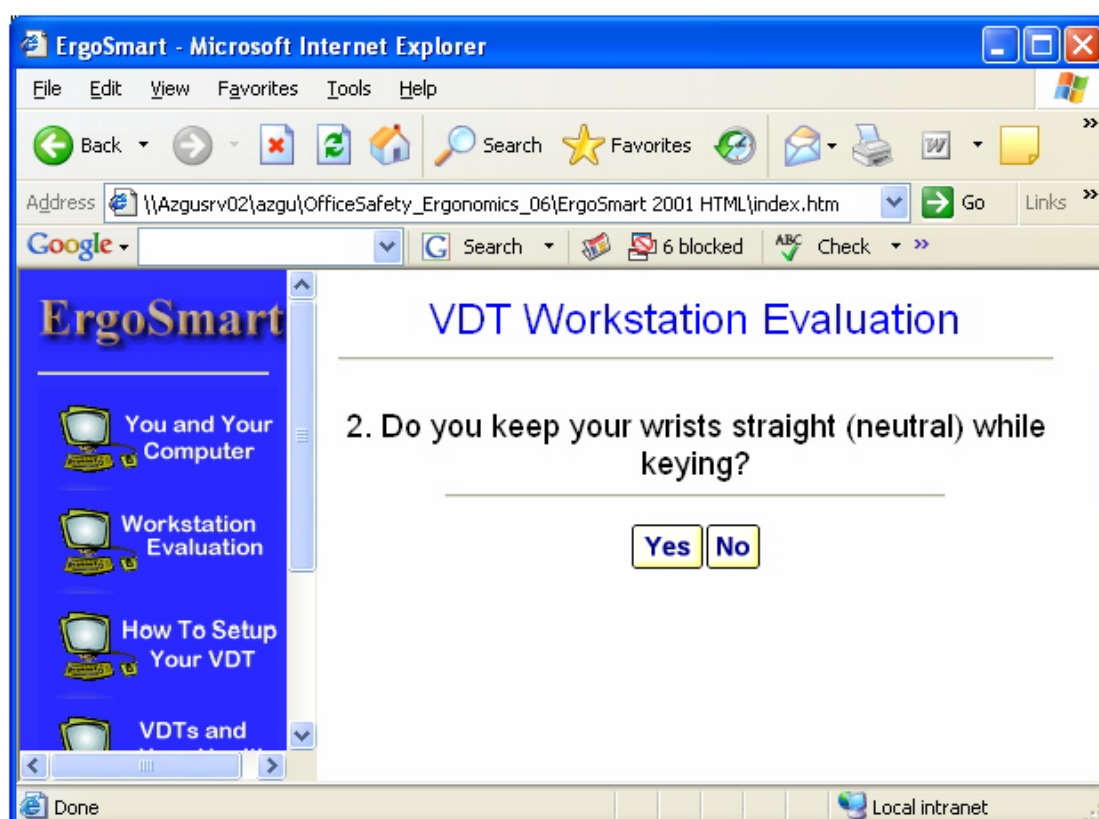
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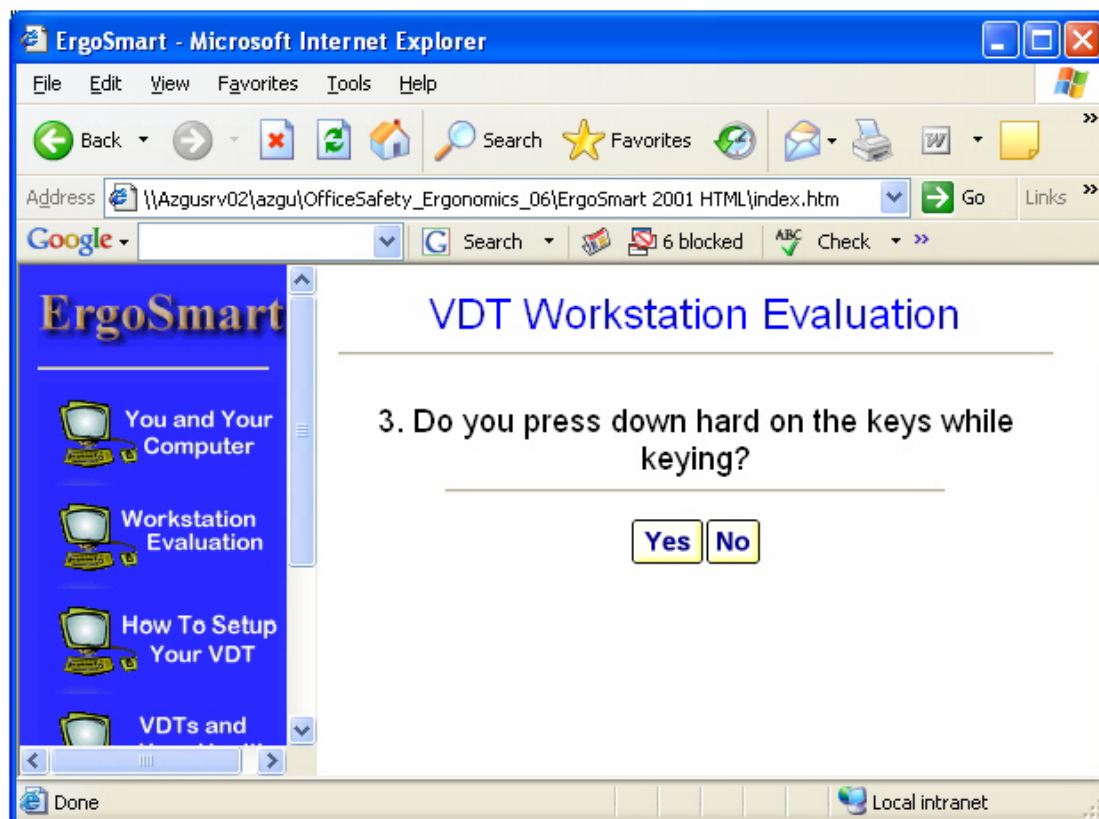
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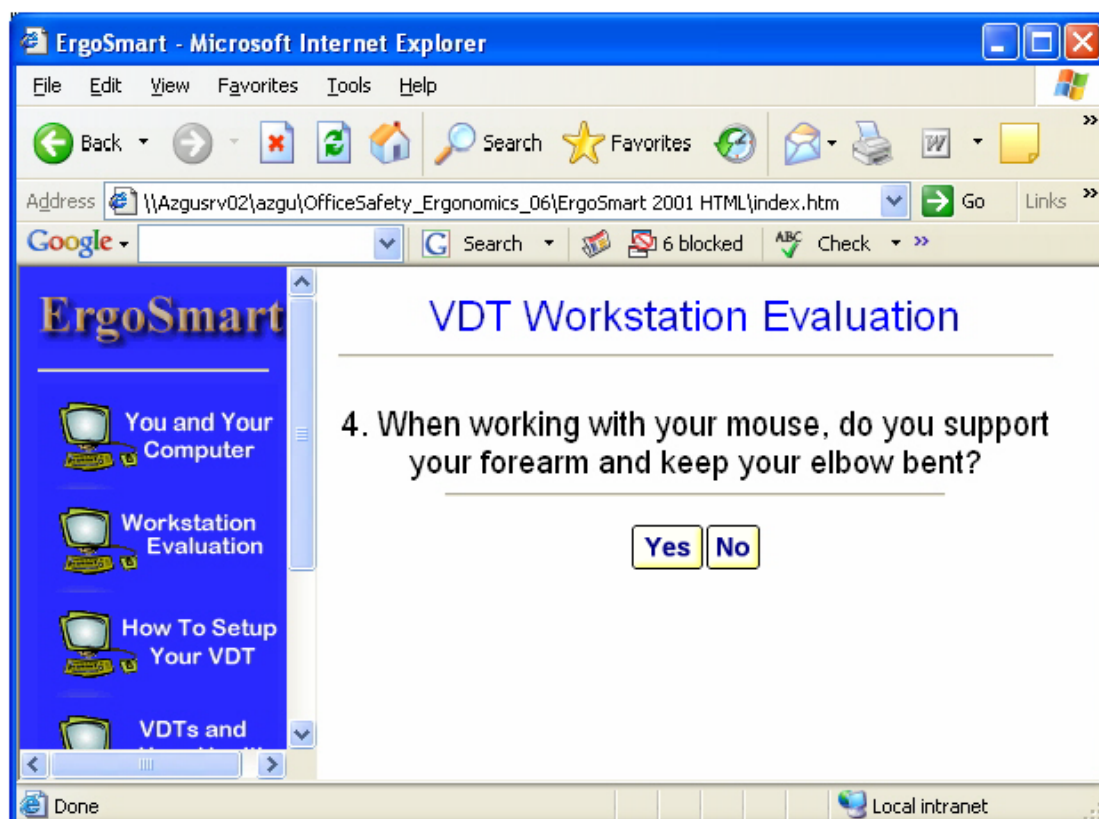
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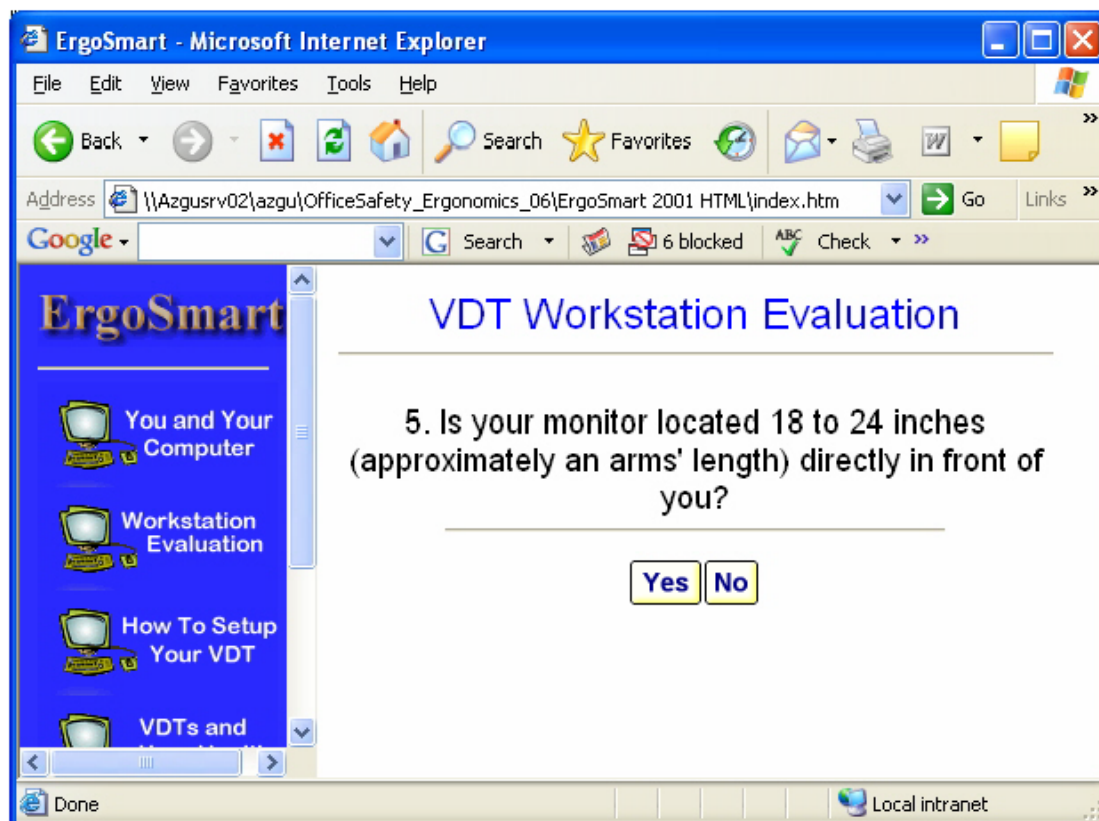
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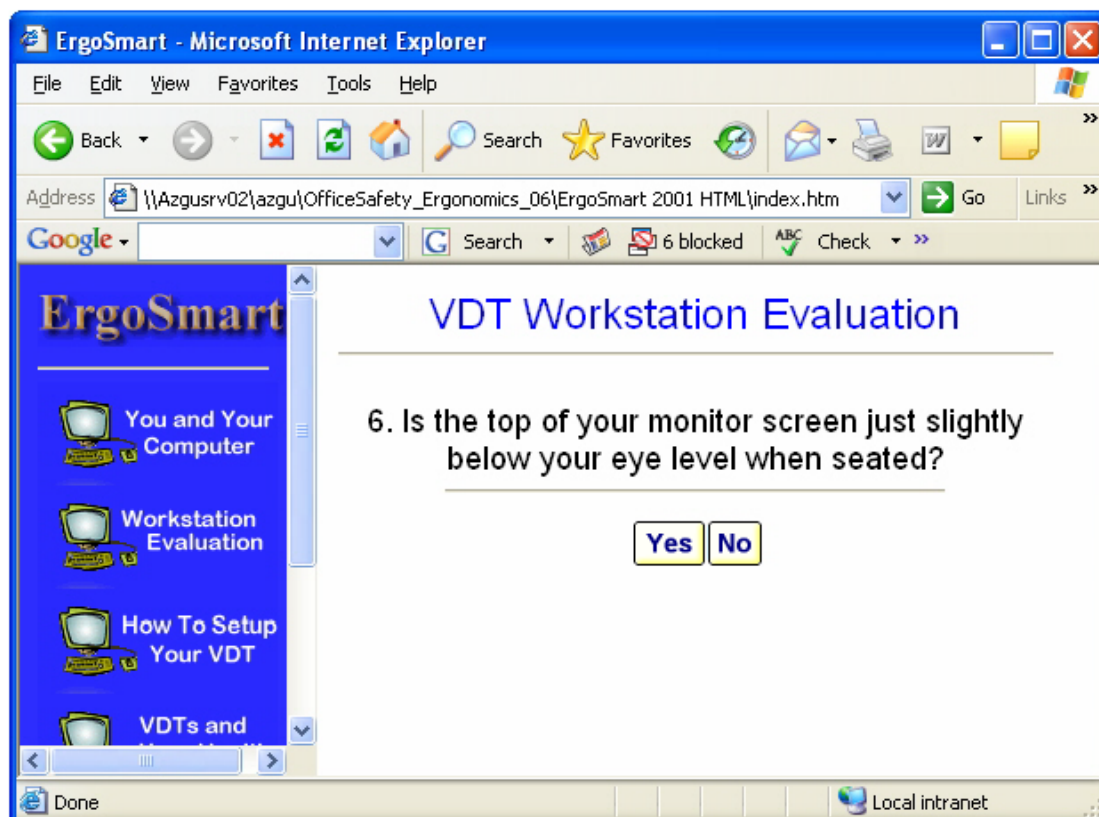
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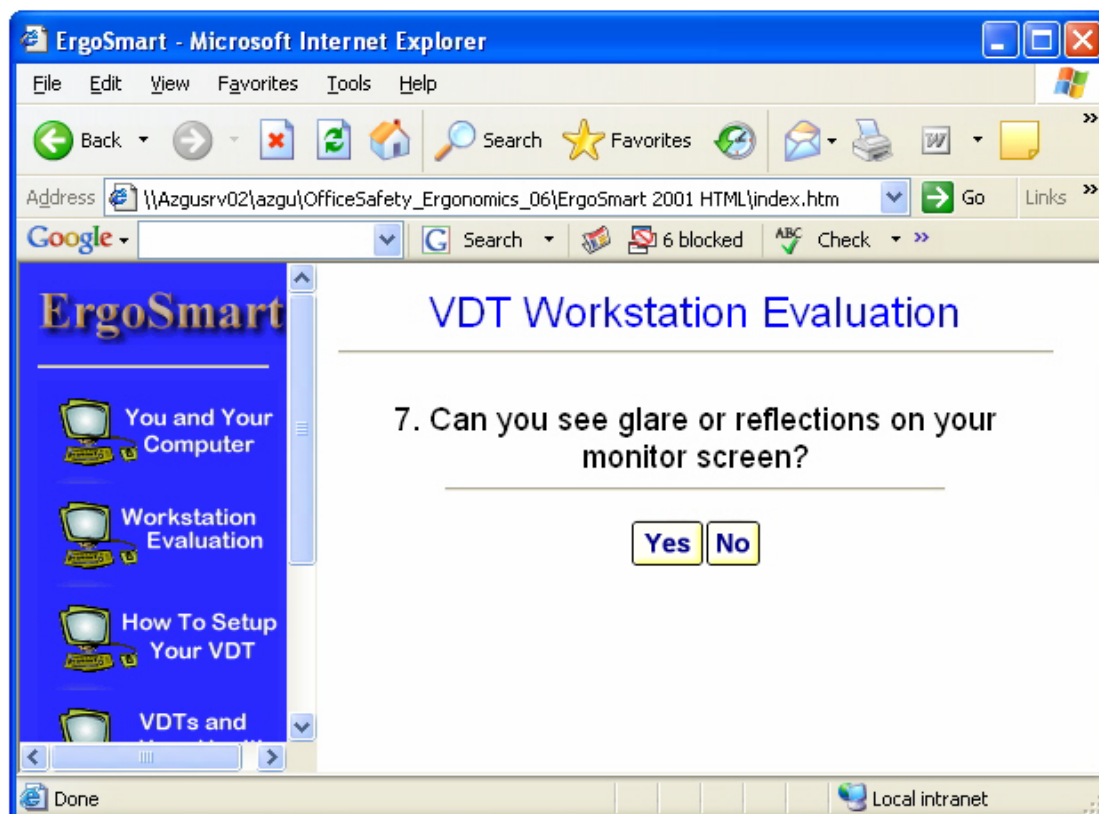
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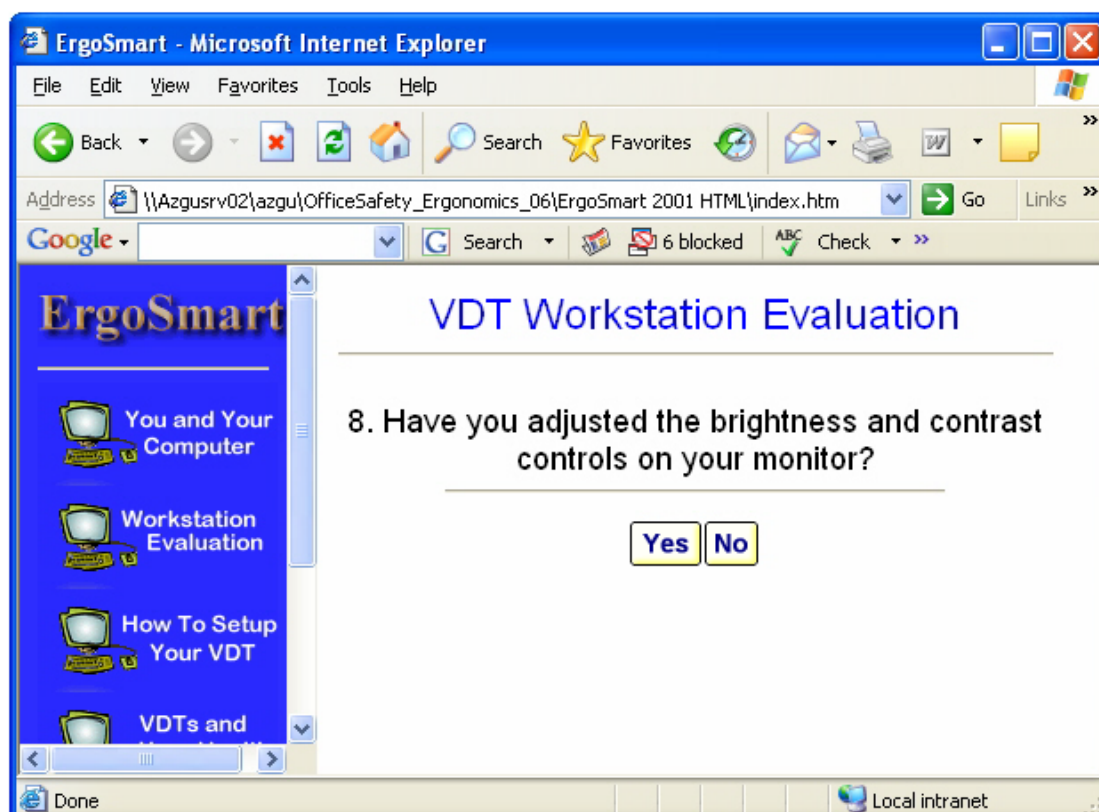
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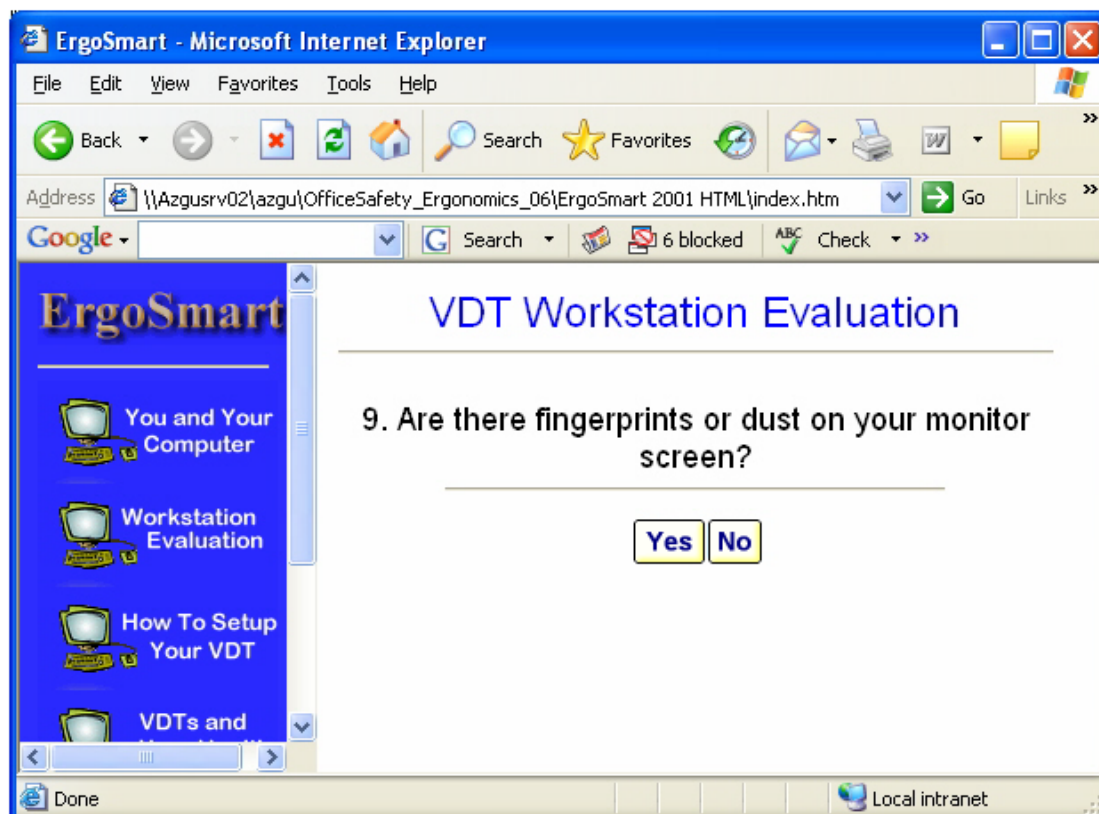
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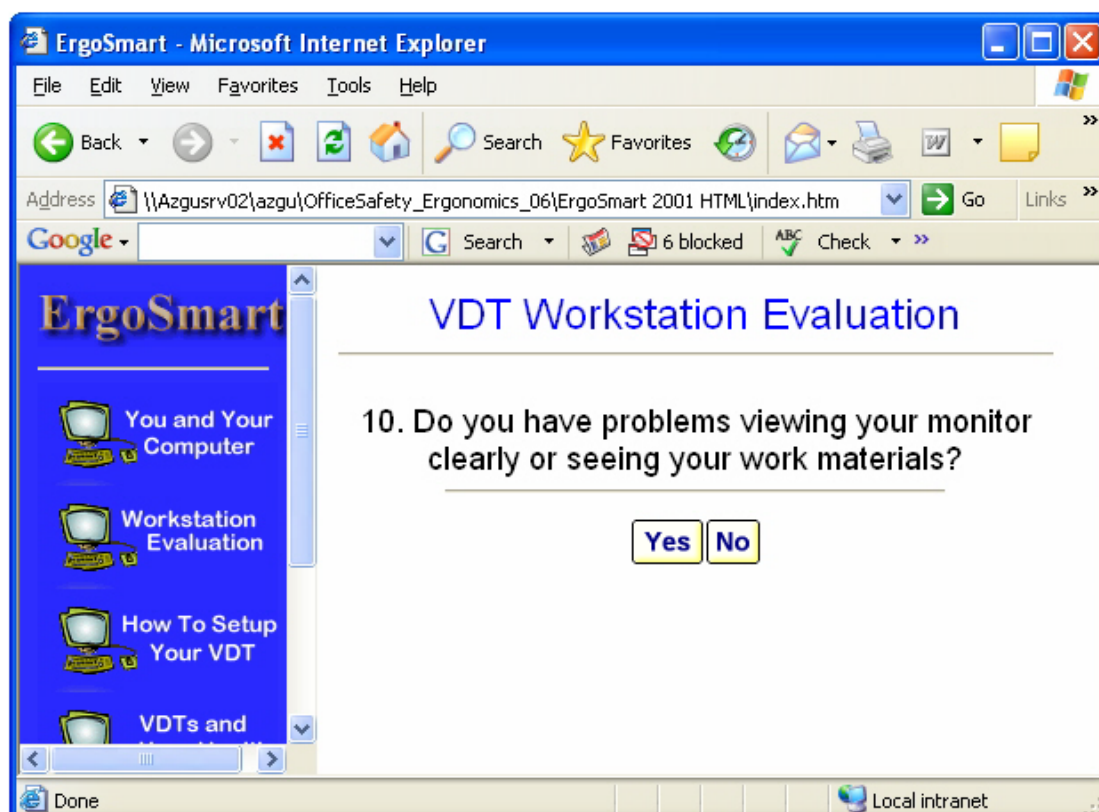
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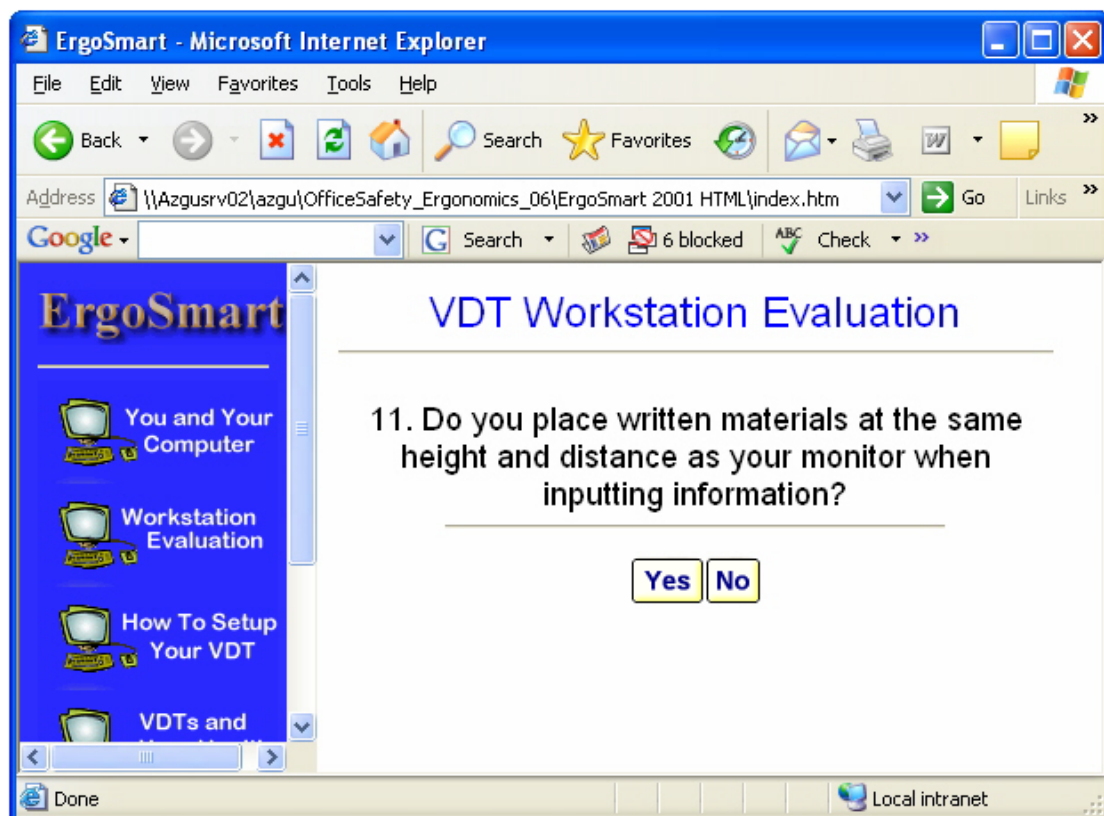
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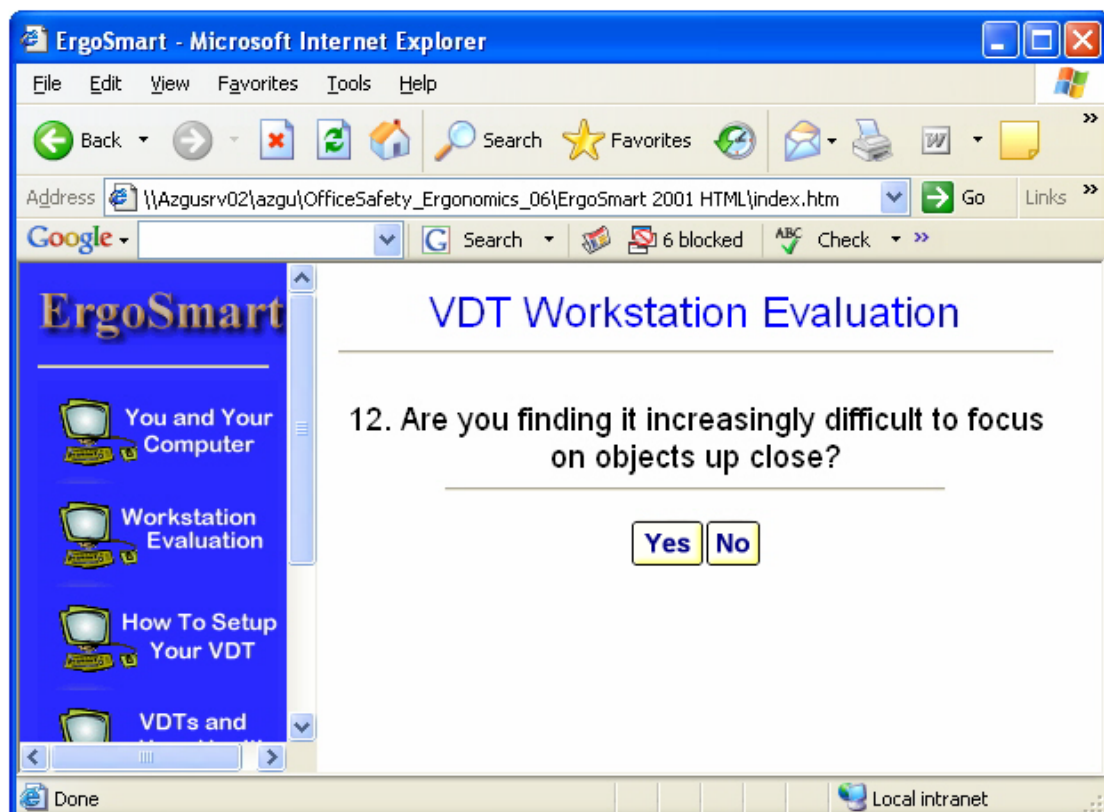
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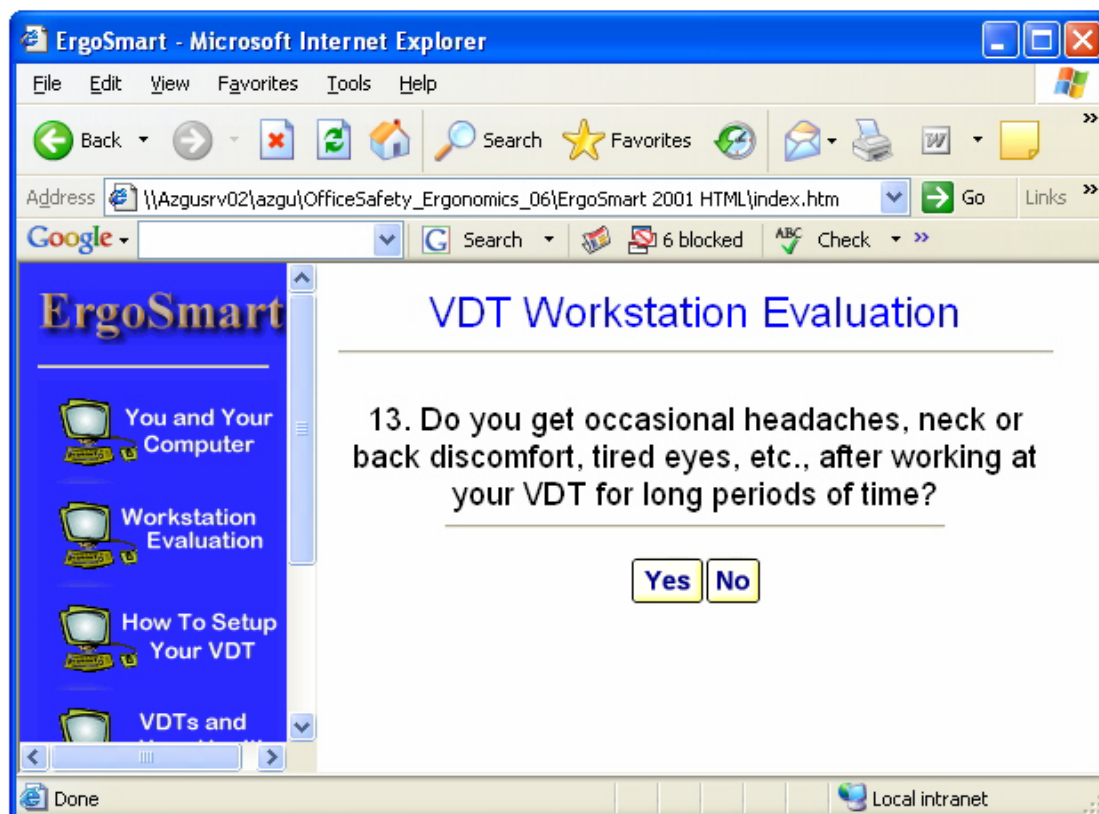
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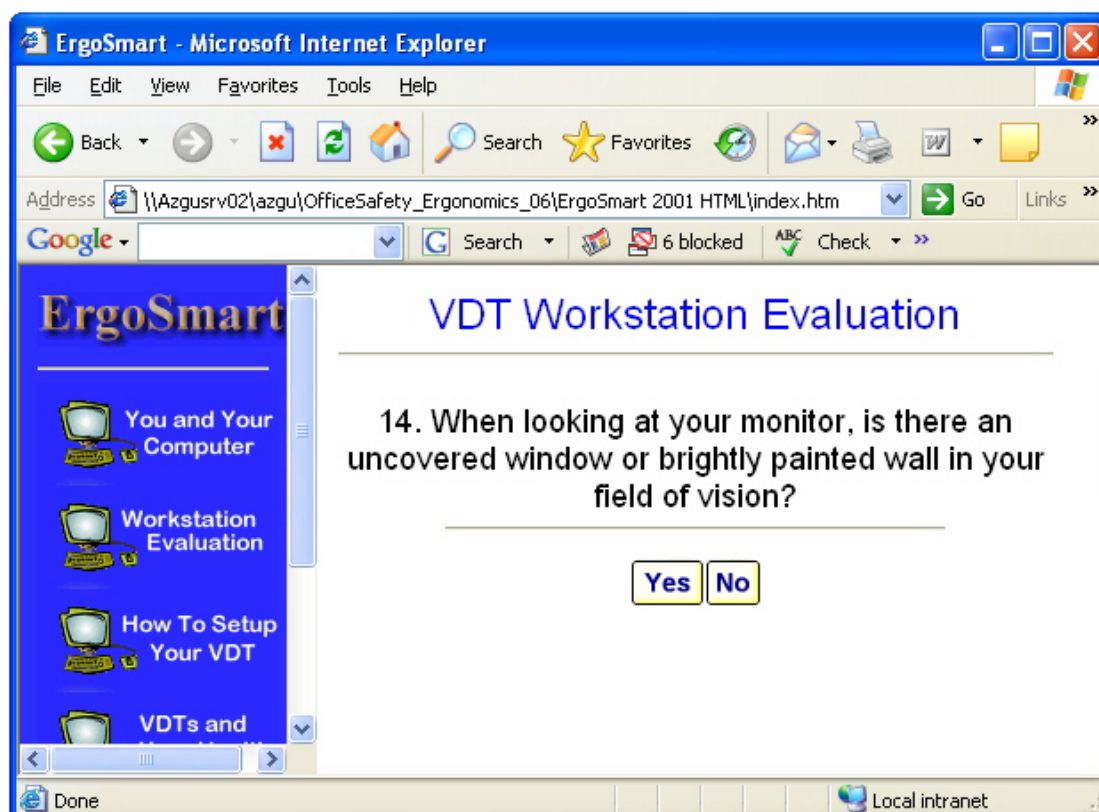
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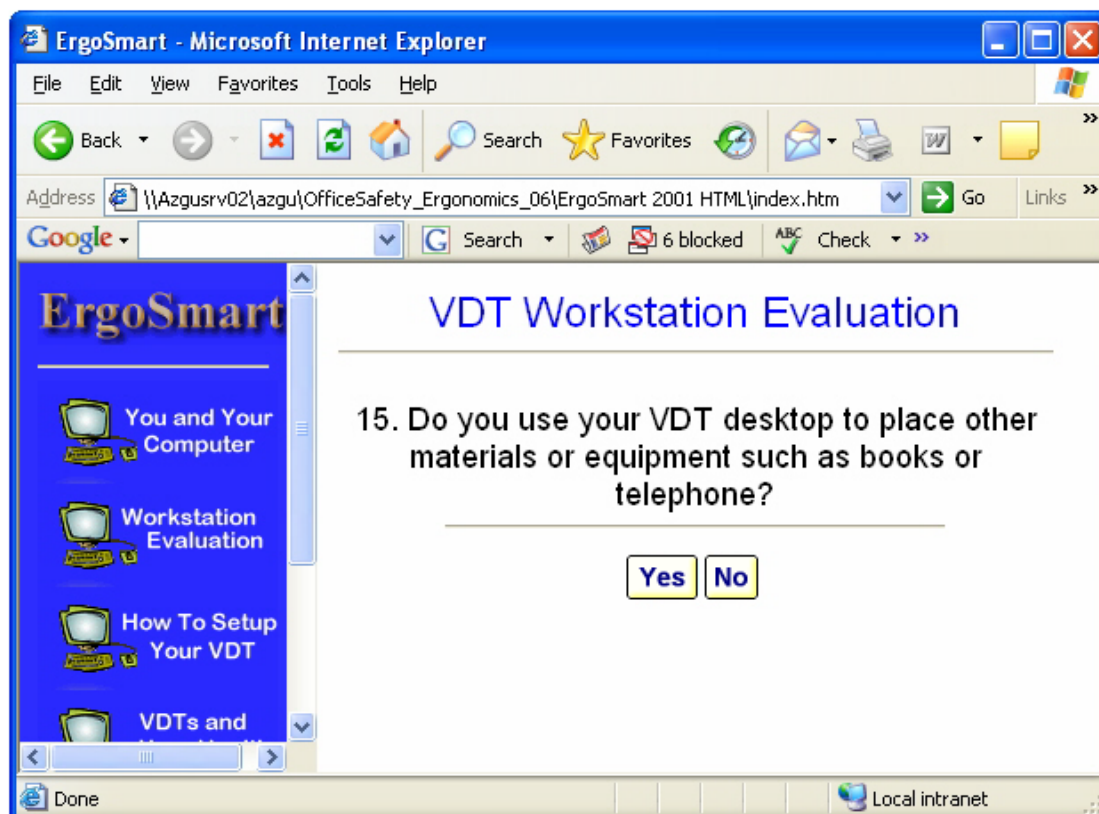
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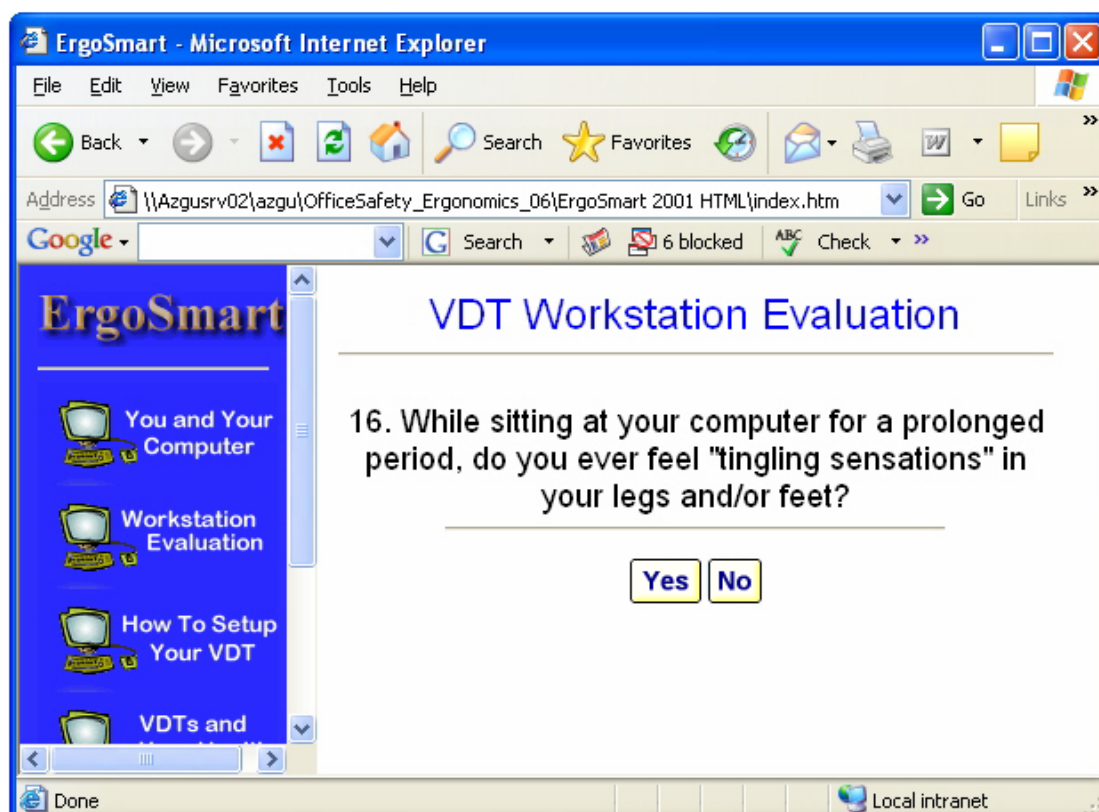
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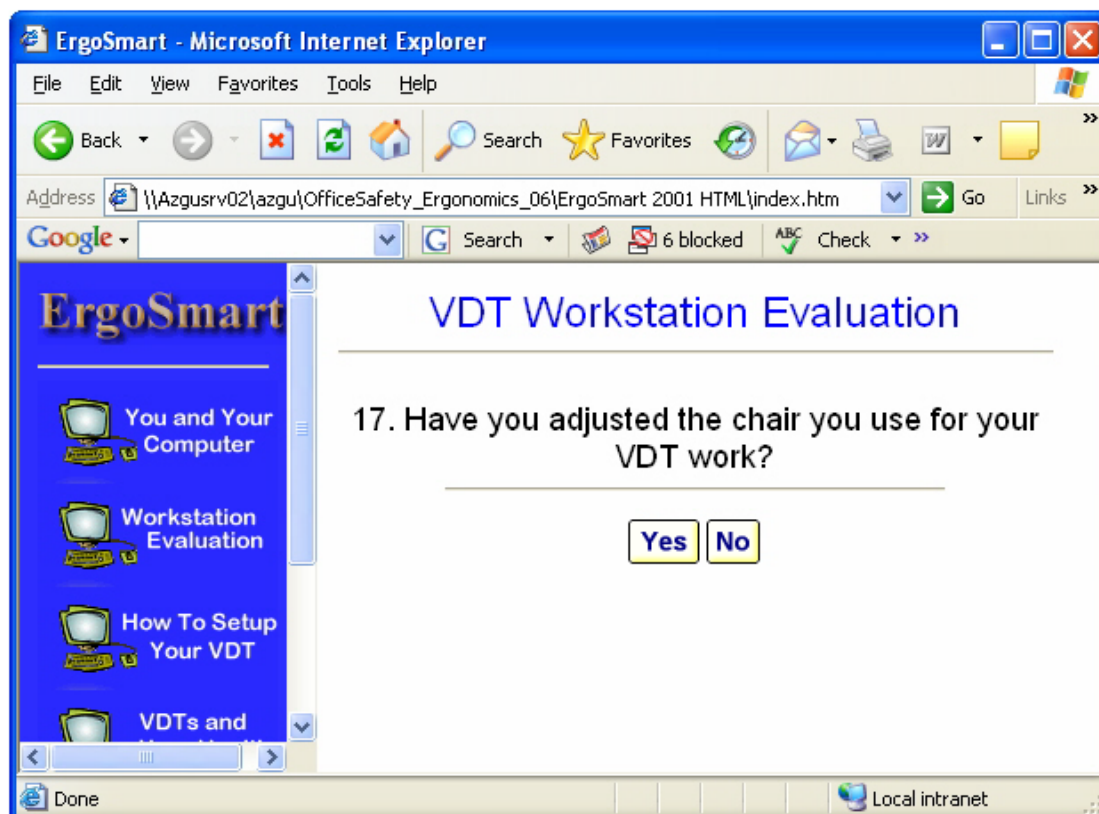
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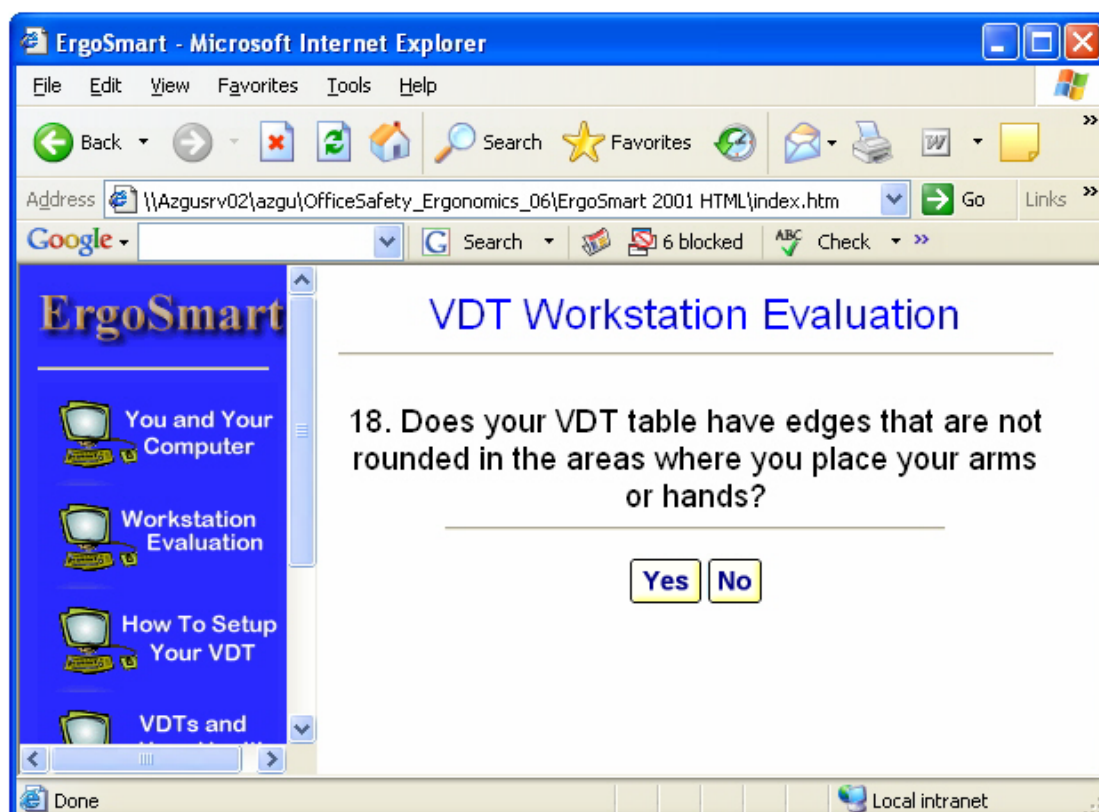
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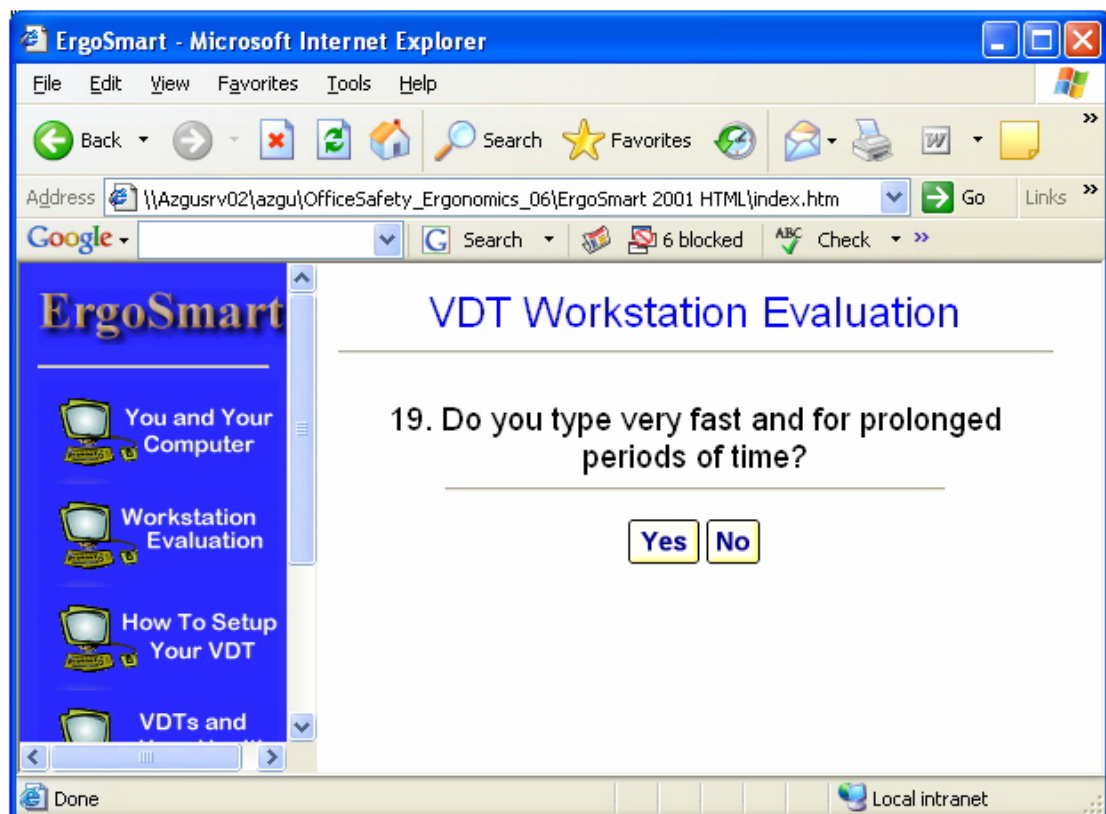
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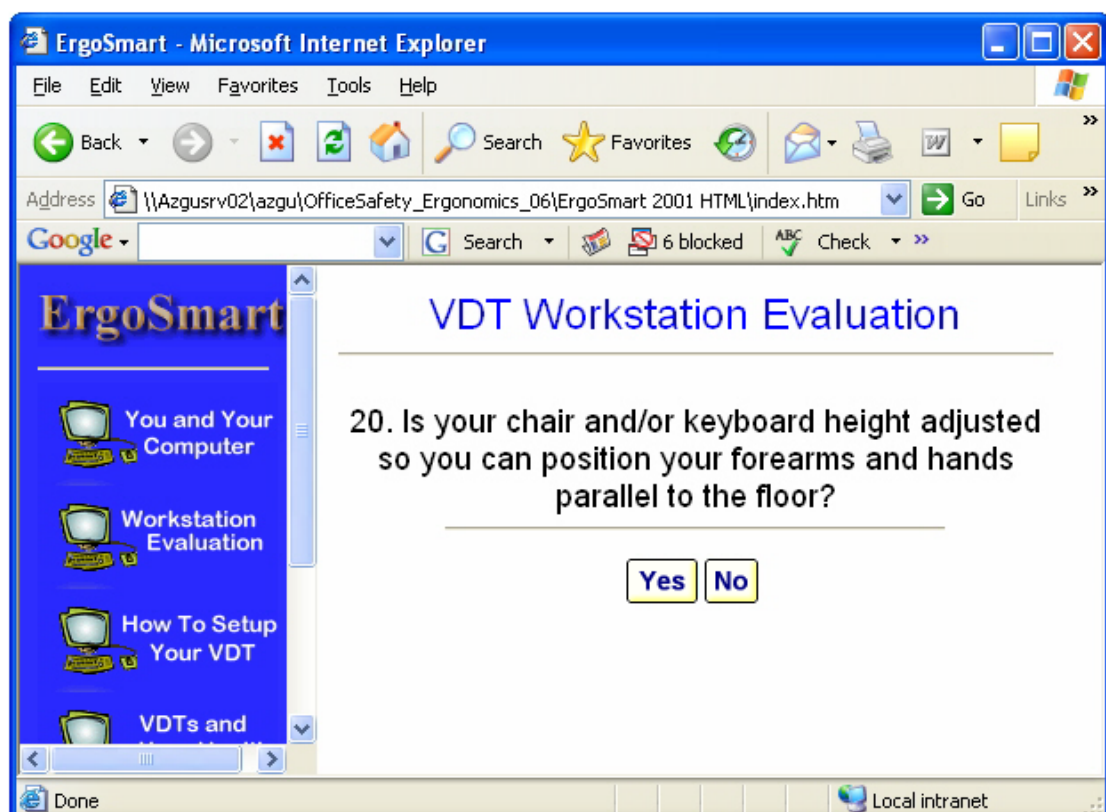
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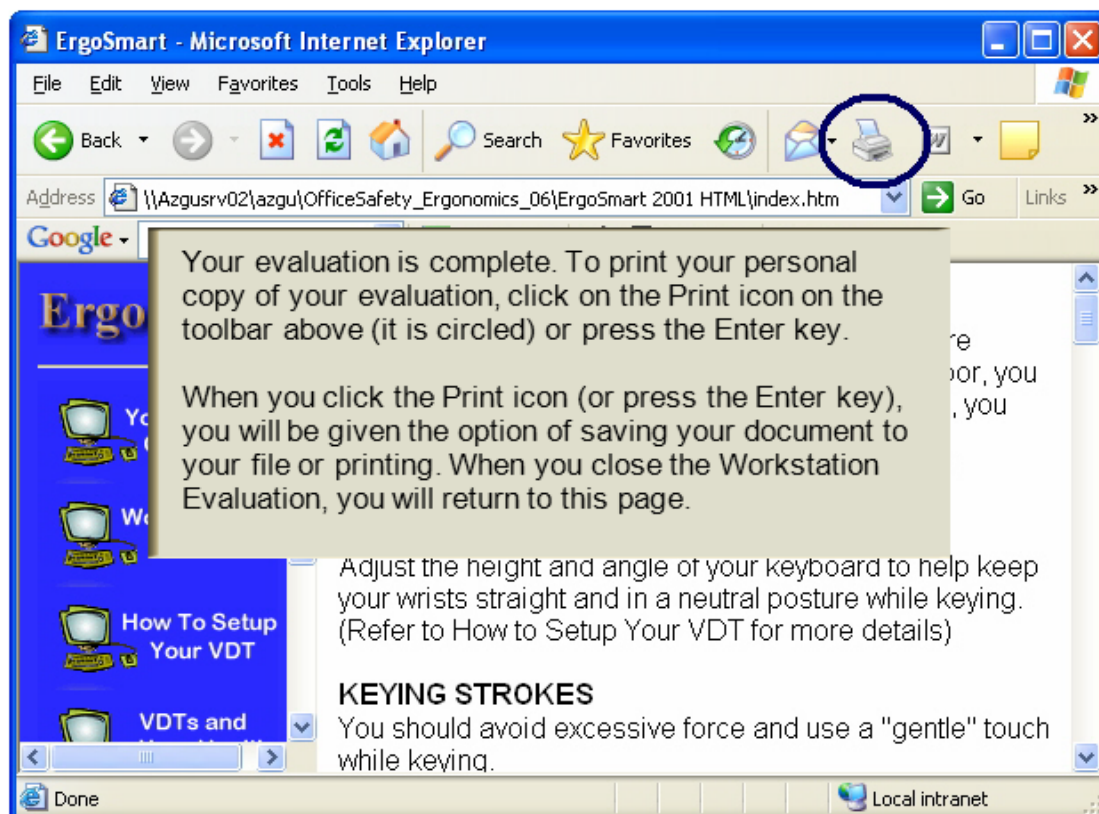
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